

OWA - EMPLOYEE INSTRUCTIONS

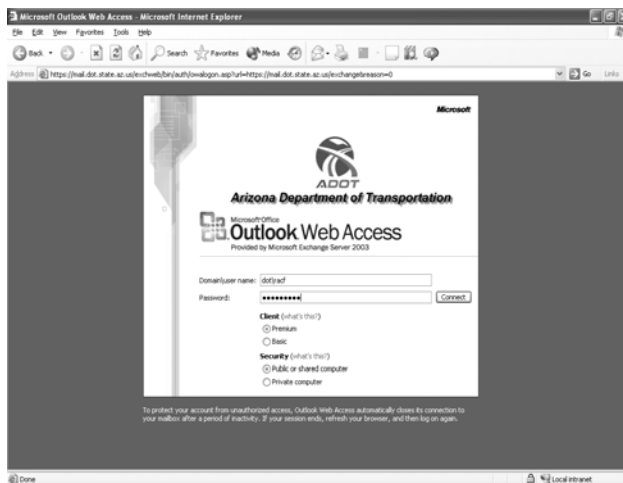
OUTLOOK WEB ACCESS (OWA)

Your e-mail server has been upgraded from Microsoft Exchange 5.5 to Exchange 2003. One of the benefits of this upgrade is the ability to access your ADOT mailbox from an Internet browser anywhere you have an Internet connection!

We know this has been a long awaited capability for some of you. Go ahead and try it! We're sure you'll find OWA to be helpful and easy to use!

HOW IT WORKS:

- From your browser, enter the appropriate URL.
 - Outside ADOT: <http://www.azdot.gov/>
 - Navigate to: Inside ADOT ➡ Remote Access (Miscellaneous section) ➡ Outlook Web Access
 - Inside ADOT: <http://adotnet/>
 - Navigate to: Phonebooks & E-mail ➡ Outlook Web Mail for Exchange 2003 ➡ Outlook Web Access



- Enter your network domain and logon name in the OWA logon box.
- Enter your network password
- Please remember to logoff - especially when using a public computer!

OTHER INFORMATION:

- OWA will time-out after 5 minutes of inactivity.
- More information including an OWA Users Guide and answers to common OWA questions can be found on ADOT's Remote Access website: <http://www.azdot.gov/>

Navigate to: Inside ADOT ➡ Remote Access (Miscellaneous section)

- Have questions? ADOT Support Desk: (602) 712-7249